



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

January 18, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-38

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Releasing Forms W-2

OSUP has completed the reconciliation of 941 data to W-2 data and reviewed available documentation to determine possible W-2 corrections that will have to be made. OSUP analysts have contacted all agencies to notify them of W-2 corrections that OSUP has identified. They have also asked each agency for a list of any additional W-2 corrections that have been identified by the agency.

W-2's can be released to employees who do not require a W-2c. If an employee requires a W-2c, their original W-2 can be released; however, a letter must be attached to the W-2 explaining that a W-2c is being processed. Attached is sample verbiage that should be included in the letter to the employee.

OSUP must be notified of all W-2 corrections that have to be processed. All W-2 corrections have to go through OSUP to be reviewed and finalized. **Agencies must not distribute Forms W-2c to employees without first having OSUP review and finalize the correction. Refer to OSUP Memorandum #2001-28 for detailed information about W-2 corrections and what will be required as backup for the corrections.** Once OSUP receives all necessary and correct documentation for a corrected W-2, the final Form W-2c will be returned to the agency within ten business days from receipt of information. The agency must then forward the Form W-2c to the employee.

If agencies have any W-2 corrections and require assistance with corrections, they must notify the analyst below that is assigned to their particular agency. If that analyst is not available, contact his/her manager.

<u>Analyst</u>	<u>Phone No.</u>	<u>Manager</u>	<u>Agency Control No.</u>
Cindy McClure	342-8928	Andrea Hubbard	381-395, 421
Ralph Noland	342-8928	Andrea Hubbard	396-410, 437-448
Rhonda Desselle	342-8928	Andrea Hubbard	411-436
Paula Rotolo	342-5357	Stacey Guilbeau	470-619, 449-468, 624
Christi Sanchez	342-5345	Stacey Guilbeau	620-735
Karen Antoine	342-5354	Stacey Guilbeau	300, 736-798

RSM:APH:kmb
[Attachment](#)

Attachment to OSUP Memorandum #2001-38

Sample Verbiage to Include in Notification Letter to Employee for Corrected W-2

“Attached is your original W-2 which includes some information that is incorrect. We are currently working on processing a W-2c (to correct the W-2) and will forward it to you in a timely manner. Once you receive your W-2c, you will use the original W-2 and the W-2c to file your tax return. Do not use the attached W-2 to file your tax return until you have received the W-2c. If you do so, you may be required to file an amended return using the information from the W-2c.”